



# Utah Transit Authority

## Board of Trustees

### MEETING MINUTES - Final

669 West 200 South  
Salt Lake City, UT 84101

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**Wednesday, January 26, 2022**

**9:00 AM**

**FrontLines Headquarters**

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This meeting was held remotely via phone or video conference and broadcast live for the public via the link on the UTA Board Meetings page. <https://rideuta.com/Board-of-Trustees/Meetings>

**Present:** Chair Carlton Christensen  
Trustee Beth Holbrook  
Trustee Jeff Acerson

Also attending were UTA staff and interested community members.

#### **1. Call to Order and Opening Remarks**

Chair Christensen welcomed attendees and called the meeting to order at 9:00 a.m. He then yielded the floor to Jana Ostler, UTA Board Manager, who read the electronic board meeting determination into the record as required by statute. The complete electronic board meeting determination is included as Appendix A to these minutes.

#### **2. Pledge of Allegiance**

Since a remote meeting format is not conducive to a group recitation of the Pledge of Allegiance, this item was deferred to future meeting.

#### **3. Safety First Minute**

Mary DeLoretto, UTA Chief Service Development Officer, delivered a brief safety message.

#### **4. Public Comment**

No public comment was given during the meeting, and no online public comment was received prior to the meeting.

#### **5. Consent**

##### **a. Approval of January 12, 2022 Board Meeting Minutes**

A motion to approve the consent agenda was made by Trustee Holbrook and seconded by Trustee Acerson. The motion carried unanimously.

#### **6. Reports**

##### **a. Government Relations and Legislative Update**

Shule Bishop, UTA Government Relations Director, reported the legislature is in the second week of its annual session and UTA is currently monitoring hundreds of bills

that either are directly related to or may have unintended consequences for the agency. He said UTA is meeting with its partners at the Utah Association of Counties, Utah League of Cities & Town, Utah Association of Special Districts, etc. to stay abreast of new developments and coordinate efforts as needed.

Discussion ensued. A question on potential appropriations was posed by the board and answered by Mr. Bishop.

**b. Agency Report**  
**- Ridership Report**

**Transit Agency Safety Plan (TASP)**

Jay Fox, UTA Executive Director, informed the board that UTA's Transit Agency Safety Plan (TASP) was approved by the Utah Department of Transportation (UDOT).

**Ridership Report**

Mr. Fox was joined by Cheryl Beveridge, UTA Acting Chief Operating Officer, and Jonathan Yip, UTA Senior Manager - Operations Analysis & Solutions. Ms. Beveridge delivered a ridership report which included:

- Year over year ridership from 2019 to 2021
- Average weekday ridership from February 2008 to the present
- Fixed route bus, TRAX, and FrontRunner average weekday ridership from 2010 to 2021
- Annual ridership percent change between 2020 and 2021 by mode and systemwide
- On Demand ridership between 2020 and 2021
- Fixed route bus, light rail, and FrontRunner ridership from 2019 to 2021
- Free Fare for Clean Air Days on December 21, 2021 and December 22, 2021 ridership
- Monthly ridership percent difference between 2020 and 2021

Discussion ensued. A question on the December 2021 data was posed by the board and answered by staff.

**7. Resolutions**

**a. R2022-01-05 - Resolution Establishing Parameters in which the Executive Director can Declare "Free Fare February" in Commemoration of the Twentieth Anniversary of the 2002 Winter Olympic Games**

Bill Greene, UTA Chief Financial Officer, was joined by Monica Morton, UTA Fares Director. Mr. Greene summarized the resolution, which establishes parameters for the executive director to declare "Free Fare February." The initiative commemorates the 20th anniversary of the 2002 Winter Olympic Games, which were hosted in Utah. Mr. Greene noted the initial request to subsidize rider fares for the month of February

2022 was made by Salt Lake City.

Mr. Greene stated UTA's estimated monthly passenger revenue for February is \$2.2 million. Salt Lake City has taken the lead in raising an estimated \$1.2-\$1.5 million in funding from multiple sponsors to cover the passenger revenues during February, and UTA's largest pass partners have agreed to continue to pay their current level of subsidy for the month. UTA's total financial commitment is contingent on the number of additional pass partners who consent to continue payments through February. The estimate for UTA's commitment is a maximum of \$500,000.

Ms. Morton recognized UTA's largest pass partners for their support of the initiative.

Discussion ensued. Trustee Holbrook recommended a structured marketing campaign to communicate this opportunity to the public. Chair Christensen expressed support for Trustee Holbrook's recommendation.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this resolution be approved. The motion carried by the following vote:

Aye: Chair Christensen, Trustee Holbrook, and Trustee Acerson

## **8. Contracts, Disbursements and Grants**

### **a. Contract: Requisition-to-Purchase Order Automation Software (Fairmarkit, Inc.)**

Todd Mills, UTA Director of Supply Chain, requested the board approve a five-year contract in the amount of \$650,000 with Fairmarkit, Inc. for requisition-to-purchase order software.

Discussion ensued. A question on the budget available for the software was posed by the board and answered by Mr. Mills.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this contract be approved. The motion carried by a unanimous vote.

### **b. Contract: FrontRunner Forward Shepard Lane Design Betterment (UDOT)**

Todd Provost, UTA Director of Capital Development, was joined by Janelle Robertson, UTA Project Manager II. Ms. Robertson asked the board to approve a contract in the amount of \$221,668.61 with UDOT for the design of an embankment for future FrontRunner double track adjacent to the new Shepard Lane interchange. She indicated the agency would like to capitalize on this effort now since UDOT is already planning work in the area.

Discussion ensued. Questions on the inclusion of track installation, costs to UTA, UDOT's I-15 reconstruction plans, and grade separation opportunities were posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this contract be approved. The motion carried by a unanimous vote.

**c. Change Order: FrontRunner Forward Environmental Services Task Order No. 1 (HDR Engineering, Inc.)**

Mr. Provost was joined by Ms. Robertson. Ms. Robertson requested the board approve a change order in the amount of \$1,386,504.93 to the contract with HDR Engineering, Inc. for environmental services on FrontRunner improvements for the following segments:

- Warm Springs (0.9 miles)
- South of Salt Lake segment (2.1 miles)
- South of Murray segment (1.5 miles)
- Draper segment (3.1 miles)
- Beck Yard (1.6 miles)

Since this is the first task order to be issued for this contract, the change order total is the total contract value.

Discussion ensued. Questions on the projects included in the task order and task order timeline were posed by the board and answered by staff. Trustee Holbrook requested regular updates on this effort.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, that this change order be approved. The motion carried by a unanimous vote.

**d. Change Order: FrontRunner Forward Environmental Services Task Order No. 1 (Parametrix Consult, Inc.)**

Mr. Provost was joined by Ms. Robertson. Ms. Robertson requested the board approve a change order in the amount of \$692,725 to the contract with Parametrix Consult, Inc. for environmental services on FrontRunner improvements for the following segments:

- Clearfield to Roy segment (3.7 miles)
- Centerville to Woods Cross (2.0 miles)
- Lehi segment (1.6 miles)
- American Fork segment (2.6 miles)

Since this is the first task order to be issued for this contract, the change order total is the total contract value.

Discussion ensued. A question on the use of two contractors for the FrontRunner environmental work was posed by the board and answered by staff.

A motion was made by Trustee Acerson, and seconded by Trustee Holbrook, that this change order be approved. The motion carried by a unanimous vote.

**9. Discussion Items****a. Constituent and Customer Service 2021 Annual Report**

Nichol Bourdeaux, UTA Chief Planning & Engagement Officer, was joined by Cindy Medford, UTA Manager of Customer Service. Ms. Medford described the customer service mission, functions, and hours of operation. She reviewed the customer service key performance indicators and top five comments by topic. Ms. Medford then spoke about the service alert platforms, lost item recovery statistics, and customer service advancement philosophy.

Discussion ensued. Questions on causes of call abandonment and messages callers receive when they are placed on hold were posed by the board and answered by staff.

**10. Other Business**

- a. Next Meeting: Wednesday, February 9, at 9:00 a.m.

**11. Closed Session****a. Strategy Session to Discuss the Sale, Purchase, Exchange, or Lease of Real Property, Including Any Form of a Water Right or Water Shares****b. Strategy Session to Discuss Collective Bargaining**

Chair Christensen indicated there were matters to be discussed in closed session relative to:

- the sale, purchase, exchange, or lease of real property, including any form of a water right or water shares; and
- collective bargaining.

A motion was made by Trustee Holbrook, and seconded by Trustee Acerson, for a closed session. The motion carried by a unanimous vote.

Chair Christensen called for a break at 10:32 a.m.

The meeting reconvened in closed session at 10:39 a.m.

**12. Open Session**

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to return to open session. The motion carried by a unanimous vote and the board returned to open session at 11:03 a.m.

Chair Christensen noted Beth Holbrook left the meeting at 10:49 a.m. during closed session.

**13. Adjourn**

**Board of Trustees**

**MEETING MINUTES - Final**

**January 26, 2022**

A motion was made by Trustee Acerson, and seconded by Chair Christensen, to adjourn the meeting. The motion carried by a unanimous vote and the meeting was adjourned at 11:04 a.m.

Transcribed by Cathie Griffiths  
Executive Assistant to the Board Chair  
Utah Transit Authority

This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/730729.html> for entire content.

This document along with the digital recording constitute the official minutes of this meeting.

Approved Date: 02/09/2022

DocuSigned by:



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Carlton J. Christensen

Chair, Board of Trustees

**Appendix A**

**Electronic Meeting Determination**

Consistent with the Utah Open and Public Meetings Act, (UTAH CODE § 52-4-207 [4]), as the Acting Chair of the Board of Trustees ("Board") of the Utah Transit Authority ("UTA"), I hereby make the following written determinations in support of my decision to hold electronic meetings of the UTA Board without a physical anchor location:

Due to the resurgence of COVID -19 cases locally, conducting Board and Board Committee meetings with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location.

This written determination takes effect on January 12, 2022, and is effective until midnight on February 10, 2022 and may be re-issued by future written determinations as deemed appropriate.

Dated this 10th day of January 2022.

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Beth Holbrook, Acting Chair of the Board of Trustees